

**Village of Ellenville
Department of Public Safety
Building and Zoning Division**

2 Elting Court
Ellenville, New York 12428
Phone: 845-647-7080 ext. 310, Fax: 845-647-1409

PLANNING OR ZONING BOARD OF APPEALS APPLICATION CHECKLIST

The following applications must be completed as required:

- Application for Special Permit
- Application for Site Plan Approval
- Application to Board of Appeals
 - Copies of Building Permit Application with denial of permit
- Application for Subdivision Approval
- Application for Zoning Change or Amendment

The following must be submitted along with your application(s):

- Short or Long Form EAF
- Twelve (12) Copies of Plan(s) sealed by a Licensed Design Professional (Surveyor, Architect, Engineer) identifying all Existing and Proposed Improvements.
- 12 Copies of this Completed Checklist Signed by the Applicant or the Licensed Design Professional

Special Permit Checklist.

The drawings must be drawn to scale. All maps shall be at a scale of not less than 50 feet to the inch.

A. Basic data.

(1) Legal data.

- The names of all owners of record of the property in question and of all adjacent property and the lot, block and section number of such properties as shown on the Official Village Assessment Maps.
- Existing zoning and special district boundaries
- Boundaries of the property
- Building or setback lines
- Lines of existing streets and lots as shown on the Official Assessment Maps.
- Reservations, easements and areas dedicated to public use.

(2) Existing buildings.

- A drawing showing the location of existing buildings on the site and on adjacent property if within 50 feet of the property line.

(3) Development data.

- Title of development
- Date
- North point
- Scale
- Name and address of record owner
- Name and address of engineer, architect, land planner or surveyor preparing the plan.
- The proposed use or uses of land and buildings and proposed location of buildings.
- The number, location, and proposed means of egress from the building(s) to a Public Way.
- All means of vehicular ingress and egress to and from the site onto public streets.
- The location and design of any off-street parking areas or loading areas.
- The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water

**APPLICATIONS CAN NOT BE FORWARDED TO BE INCLUDED ON THE BOARD'S
AGENDA UNLESS ALL INFORMATION IS PROVIDED IN ACCORDANCE WITH THE
RULES AND REGULATIONS OF THE VILLAGE OF ELLENVILLE.**

Planning Board Or Zoning Board Of Appeals Application Checklist

supply and sewage disposal and treatment.

- The proposed location, direction, power and hours of operation of proposed outdoor lighting.
- The proposed screening and landscaping plan.
- Proposed stormwater drainage system.

B. Additional data which may be required.

Where, due to special conditions peculiar to a site or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Commission finds that all or portions of the additional data listed below are necessary for proper review of the application, it may require any or all of the data below to be included in the required submission.

(1) Legal data.

- A survey of the property showing all lengths in feet and decimals of a foot and all angles to the nearest minute, or closer if deemed necessary by the surveyor.
- A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.

(2) Existing features.

- Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
- The location of existing natural features, such as watercourses, marshes, rock outcroppings and trees with a diameter of more than eight inches.

(3) Topographic data.

- Existing contours with intervals of five feet or less, referred to a datum satisfactory to the Commission.
- Proposed grading with a contour interval of two feet.

(4) Development data.

- All proposed lots, easements and public and community areas.
- All proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk and location and size of utility lines. All lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest 10 seconds, or closer if deemed necessary to the surveyor.

Site Plan Approval Checklist.

The drawings must be drawn to scale. All maps shall be at a scale of not less than 50 feet to the inch.

A. Basic data.

(1) Legal data.

- The names of all owners of record of the property in question and of all adjacent property and the lot, block and section number of such properties as shown on the Official Village Assessment Maps.
- Existing zoning and special district boundaries
- Boundaries of the property
- Building or setback lines
- Lines of existing streets and lots as shown on the Official Assessment Maps.
- Reservations, easements and areas dedicated to public use.

(2) Existing buildings.

- A drawing showing the location of existing buildings on the site and on adjacent property if within 50 feet of the property line.

(3) Development data.

- Title of development
- Date
- North point
- Scale
- Name and address of record owner
- Name and address of engineer, architect, land planner or surveyor preparing the plan.
- The proposed use or uses of land and buildings and proposed location of buildings.
- The number, location, and proposed means of egress from the building(s) to a Public Way.
- All means of vehicular ingress and egress to and from the site onto public streets.
- The location and design of any off-street parking areas or loading areas.

**Planning Board Or Zoning Board Of Appeals
Application Checklist**

- The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water supply and sewage disposal and treatment.
- The proposed location, direction, power and hours of operation of proposed outdoor lighting.
- The proposed screening and landscaping plan.
- Proposed stormwater drainage system.
- Proposed location of all commercial and industrial solid waste dumpsters or other trash receptacles.
- Proposed method of all screening dumpsters as required.
- Signage locations, sizes, and details.

B. Additional data, which may be required.

Where, due to special conditions peculiar to a site or the size, nature or complexity of the proposed use or development of land or buildings, the Planning Commission finds that all or portions of the additional data listed below are necessary for proper review of the application, it may require any or all of the data below to be included in the required submission.

(1) Legal data.

- A survey of the property showing all lengths in feet and decimals of a foot and all angles to the nearest minute, or closer if deemed necessary by the surveyor.
- A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.

(2) Existing features.

- Location of existing water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
- The location of existing natural features, such as watercourses, marshes, rock outcroppings and trees with a diameter of more than eight inches.

(3) Topographic data.

- Existing contours with intervals of five feet or less, referred to a datum satisfactory to the Commission.
- Proposed grading with a contour interval of two feet.

(4) Development data.

- All proposed lots, easements and public and community areas.
- All proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalk and location and size of utility lines. All lengths shall be in feet and decimals of a foot, and all angles shall be given to the nearest 10 seconds, or closer if deemed necessary to the surveyor.

Checklist completed by:

(Print or type name here)

(Title)

(Signature)

(Date)

(Do not write below this line - for official use only)

_____ **Application/Permit Number**

Accepted Denied

Checklist Reviewed by:

(Print or type name here)

(Title)

(Signature)

(Date)